

FIRST BEST PRACTICE IN MY INSTITUTION

1. Title of the practice: **Online Evaluation (Internal & External)**

2. **The context that required the initiation of the practice** (100 – 120 words):

The session 2019-20 was the year when Institute encouraged the staff to use the Institute Portal for conducting tests, quiz etc for CCE. The COVID-19 resulting in lockdown in mid semester caused closure of the Institute. The classes, tests and assignments were conducted online. Fortunately, the Institute for Excellence in Higher Education had improvised the facility of access to the inhouse portal to the staff and students in the year 2019-20. This resulted in the smooth transition of information from the teachers to the students and vice-versa. This also facilitated the online evaluation procedures that were a necessity during the pandemic time period. Not only was the staff vigilant about the issues being confronted by the students but was also in a position to solve several academic as well as issues of personal importance to specific students. This facilitated the smooth conduction of online end-semester examination during the lockdown which was a big asset to students who had moved back to their homes because of the lockdown.

3. **Objectives of the practice** (50 – 60 words): During Continuous-Comprehensive-Evaluation (CCE) system of the Institute students appear for regular tests, presentation, class room teaching, and group discussion etc throughout the session. The nature of evaluation is based on semi-surprise test; hence the students are regular in class and are diligent in their studies. The Institute was in the process of gradually switching from offline mode to online mode.

Due to pandemic the switchover from offline to online teaching learning & evaluation process was easy & smooth. This initiative was of particular importance for the graduating students of the final year who were to be admitted to post-graduation courses across the country and beyond.

4. **The Practice** (250 – 300 words): This also put in place the use of the new software which came in handy for the evaluation of the test papers. The significance of the teacher-student relationship was facilitated through this online mode resulting in good academic progress as well as better teacher- student interaction which came in handy during trying times caused by the pandemic.

5. **Obstacles faced if any and strategies adopted to overcome them** (150 – 200 words): As the semester/session end examination was approaching as per schedule in March 2020 but suddenly the fear of pandemic shadowed it and phases of lockdown started, consequently Institute had to move on to online internal & external examination. Since most of the students were non-local & villagers so they faced internet connectivity problem. However, on the basis of past performance in internal examination (CCE) students of first & second year were promoted to higher classes. Moreover, open book online examination was conducted for outgoing UG & PG students through IT-Cell of the Institute.

6. **Impact of the practice** (100 – 120 words): In line with the Government initiatives on the pandemic, the teachers were able to mobilize groups of students to not only be of academic help but also reach out to the under-privileged and deprived sections of society. This was of

benefit in the development of confidence and a strong sense of social responsibility amongst several students of the Institute thereby communicating the powerful message of social service through the groups that already existed on the Institute portal.

7. **Resources required:** To conduct online mode examinations, i-Pads are required during the regular offline classes in the campus. Although the software was inhouse developed, but to enrich it the appropriate software like – LMS, i-Spring, etc are required for the same.
8. **About the Institution**
 - i. Name of the Institution: **Institute for Excellence in Higher Education, Bhopal M.P.**
 - ii. Year of Accreditation: **2006**
 - iii. Address: **Kaliyasot Dam, Kolar Road Post Box No 588, Post Office Ravishankar Nagar, Bhopal- 462016**
 - iv. Grade awarded by NAAC: **A**
 - v. E-Mail: **iehebhopal@mp.gov.in**
 - vi. Contact person for further details: **Dr Anuj Hundet**
 - vii. Website: **iehe.ac.in**

SECOND BEST PRACTICE IN MY INSTITUTION

1. Title of the practice: **Regular Monthly test of General Knowledge**
2. **The context that required the initiation of the practice (100-120 words):** The institute has been since inception promoting students to appear for competitive exams. To enhance their general knowledge, verbal and non-verbal reasoning these monthly tests are conducted. The students also develop a habit of reading newspaper regularly and are well versed with the happenings around the Global. The students are well prepared to answer on variety of topics and subjects.
3. **Objectives of the practice (50-60 words):** The various competitive exams are conducted where multiple choice questions are asked. OMR sheet are used to answer these GK tests the students are comfortable answering question in time bound manner. These tests are conducted every month so that the students are prompt and updated in gathering knowledge and skills. Therefore, monthly GK tests are conducted for all students.
4. **The Practice (250-300 words):** The examinations are from various subjects topics and fifty multiple choice questions are asked. The topics vary from science and technology, verbal, non-verbal reasoning, history, political science, environment and news across the globe. Four sets are made and the seating plan is such that no two adjacent students have same set.
5. **Obstacles faced if any and strategies adopted to overcome them (150-200 words):** There are three thousand students in our institute. The seating capacity of our rooms is that of one thousand students at a time. Therefore, there are separate test paper made by examination. If there are sufficient i-Pads, i-Spring and other LMS software, online GK tests can be conducted smoothly. Efforts are being made to overcome these obstacles.
6. **Impact of the practice (100-120 words):** The students of the institute have been selected by various banks, financial institutions, UPSC, MPPSC, many students have passed UGC-NET with JRF and are well versed with various skills to answer objective type question. The goodwill of the institute increased greatly because of this practice of monthly tests of GK.
7. **Resources required:** When the examination is to be conducted online in our institute, we would require i-Pads, LMS and i-Spring software for smooth conduct of the examination.
8. **About the Institution:**
 - i. Name of the Institution: **Institute for Excellence in Higher Education, Bhopal M.P.**
 - ii. Year of Accreditation: **2006**
 - iii. Address: **Kaliyasot Dam, Kolar Road Post Box No 588, Post Office Ravishankar Nagar, Bhopal- 462016**
 - iv. Grade awarded by NAAC: **A**
 - v. E-Mail: **iehebhopal@mp.gov.in**
 - vi. Contact person for further details: **Dr Anuj Hundet**
 - vii. Website: **iehe.ac.in**